

About Challenge Cost Share 2009

National Park Service
National Trails-Intermountain Region

The Challenge Cost Share Program (CCSP) provides matching money for a broad range of projects that investigate, document, protect, and/or promote public understanding and appreciation of National Historic Trails. To be eligible for CCSP support from National Trails-Intermountain Region, a project proposal must be related to the trails administered through this office:

Oregon National Historic Trail
California National Historic Trail
Pony Express National Historic Trail
Mormon Pioneer National Historic Trail

We are now accepting CCSP project proposals for 2009, and will begin evaluating proposals after Feb. 1, 2009. We will continue accepting proposals until our CCSP funds are all obligated to qualified projects. If you have a project idea, contact CCSP Coordinator Lee Kreutzer at 801 741-1012 ext. 118 or lee.kreutzer@nps.gov

What Does CCSP Do?

The Challenge Cost Share Program is a partnership-and-matching program for projects related to National Historic Trails administered by the National Park Service (NPS). Through CCSP, the NPS can pay as much as half of a project's costs, up to a total of \$30,000. The successful project proposal must match CCSP money with non-federal dollars and/or by donated in-kind labor, services, and materials.

What Kinds of Projects are Eligible?

CCSP project proposals must meet the needs of congressionally authorized National Historic Trails. Broadly, those needs include field research, archival and oral history research, protection and restoration of trail resources, and promotion of public understanding and appreciation of National Historic Trails.

In addition, CCSP projects must be true partnerships that include substantial involvement by the NPS — more than just providing funding, reviews, and technical advice “as needed.” Rather, the NPS must be a full, active partner with shared responsibility for project management, control, direction, and performance. Examples of substantial involvement include participating in selection of project staff or trainees, in project design or planning, in development of wayside exhibits and publications, in fieldwork, in the collection and/or analysis of data, and in presentation of results in publications. Our staff can help identify appropriate kinds of NPS involvement for your project.

Who Can Participate?

You are eligible to request CCSP funding if:

1. you represent a non-profit organization, business, educational entity, or non-federal agency, and
2. you can match the CCSP money with non-federal dollars and/or in-kind donations, and
3. your project idea would benefit the public and any of the four trails administered by this office, and

4. your organization is financially able to operate on a reimbursement basis. The NPS does not advance project money. Rather, partners must incur the expenses and then submit invoices, receipts, timesheets and volunteer work logs, and travel records to the NPS for reimbursement. The reimbursement process can take one to two months.

The project itself can involve any kind of property: federal (with the consent of the managing agency), state, local, commercial, or private. However, the project itself must benefit the trail and the public. CCSP funds cannot be used for strictly private or commercial benefit.

How Do I Prepare My Proposal?

Before filling out any forms, call the CCSP coordinator to discuss your ideas. The coordinator can help you refine your proposal, offer technical and planning expertise, help identify opportunities for NPS substantial involvement, and provide budget guidance for developing a successful project proposal.

Next, fill out the **Challenge Cost Share Program Proposal Form (Attachment A)** and the **Budget Summary Form (Attachment B)**. Following the budget directions, prepare a page that explain in plain English how you are proposing to spend the money. Then mail or email your *draft* proposal and budget for initial review.

After working with the CCSP coordinator to finalize the details of your proposal, revise the forms and budget narrative as needed and print out two copies of each. *Make sure to sign the completed budget summary forms: your proposal will not be accepted without the signatures.* The final packet will consist of two copies each of the **Challenge Cost Share Program Proposal (Attachment A)**, the **Budget Summary Form (Attachment B)**, and the accompanying **budget narrative** (no form provided). You may also include supplementary materials such as letters of support from other organizations and letters of consent from landowners. Mail both sets of forms to:

Lee Kreutzer, CCSP Coordinator
National Park Service
National Trails-Intermountain Region
324 South State St., Suite 200
Salt Lake City, UT 84111

What Happens Next?

If your project is approved, you will be asked to sign a Cooperative Agreement with the National Park Service. The agreement states the terms of the partnership and legally authorizes our office to reimburse you for your allowable expenses.

Once the agreement is authorized by the NPS, the CCSP coordinator will notify you that you may begin your project and start turning in monthly vouchers for your project expenses. Every quarter, you will need to write a short letter-report, letting us know what your project has accomplished and if any problems or issues have arisen. You have up to five years to complete your project and spend your CCSP funding. After that, the agreement expires and unspent funds become unavailable.

When your project is completed and/or your funding is spent, you will be asked to complete a short report form that closes the project.